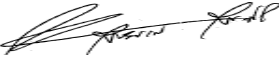
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 1</p>	<p>Newsletter Policy</p> <p>Policy Description: Submission Guidelines</p> <p>Policy Number: N1</p>
<p>Effective Date: April 4, 2016</p> <p>Signature: </p> <p>Review Date: April 2019</p>	<p>New Policy <u> x </u></p> <p>Revision: Partial <u> </u> Complete <u> </u></p>
<p>Applies To: All submissions made to the newsletter.</p>	
<p>Purpose: To provide details regarding submissions and publication of the RNANT/NU Newsletter.</p>	

Policy:

- (1) There are 3 publications of the RNANT/NU newsletter online in the calendar year. Submission deadlines and publication dates are as follows:
 - January 30th deadline submission for March 15th publication
 - May 30th deadline submission for July 15th publication
 - September 30th for November 15th publication
- (2) Submissions can be sent directly to the RNANT/NU office or to a member of the Newsletter Committee.
- (3) The Edition Editor, Executive Director, and Executive Assistant or Registration Coordinator will meet a week before the submission deadline to review submissions and discuss additional content.
- (4) Submissions should be in an electronic format using an Arial size 12 font.
- (5) Original articles are invited for submission. The submission should include a brief biography of the author.
- (6) The Edition Editor and/or Executive Director reserve the right to edit all submissions.
- (7) The Edition Editor and/or Executive Director reserve the right to make final decisions on publication suitability.

Conditions and Exceptions:

None

Authority and Accountability:

The Newsletter Committee and Executive Director are accountable to the Board of Directors for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy is new. Newsletter Policy N1: Advertising, issued April 1999 was archived March 2016.